

**UConn Health – Correctional Managed Health Care  
Job Opportunity  
Medical Records Clerk**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** THIS POSITION REQUIRES THAT A CANDIDATE TO BE CURRENTLY ON THE CONNECTICUT STATE EXAM LIST FOR MEDICAL RECORDS CLERK OR TO BE CURRENTLY EMPLOYED AT A STATE OF CONNECTICUT AGENCY AS A MEDICAL RECORDS CLERK.

**Position:** Medical Records Clerk

**Salary:** Full time equivalent \$40,901

**Closing Date:** Open until filled

<b>Job Posting No.</b>	<b>Location</b>	<b>Shift and Hours</b>
<b>2016-623 (068528)</b>	Corrigan/Radgowski CI, Uncasville	<b>1<sup>st</sup> Shift 80 hours bi-weekly</b> Monday through Friday: 8:00 am – 4:30 pm
<b>2016-688 (082486)</b>	MacDougall/Walker CI, Suffield	<b>2<sup>nd</sup> Shift 80 hours bi-weekly</b> Monday through Friday: 11:00 am – 7:30 pm

**In the Correctional Managed Health Care Program, this class is accountable for the typing, processing and maintenance of inmate files and for the monitoring of documentation deadlines.**

**Knowledge, Skills and Abilities:** Incumbents in this class must possess considerable knowledge of office systems and procedures including proper telephone usage and filing; knowledge of medical or psychiatric terminology as appropriate to the position; oral and written communication skills; skill and accuracy in typing; basic interpersonal skills; ability to operate office equipment which may include word processors, computer terminals or other automated equipment; ability to follow written and oral instructions.

**General Experience:** Two (2) years' clerical experience.

**Special Experience:** One (1) year of the general experience must have been in a medical or psychiatric environment as appropriate to the position.

**Special Requirement:** Persons having responsibility for supervising or observing the behavior of inmates or custodial clients will be required to possess a high school diploma or General Educational Development (GED) certification by the time of permanent appointment. Qualified candidates must already be employed by the State of Connecticut as a medical records clerk or have taken, passed and be listed on the current State of CT exam list for Medical Records Clerk.

**Examples of Duties:** Incumbents type medical forms, reports and summaries from rough copy or dictating machine; check all documentation for correct patient name and number, completion of data and authorized signature; perform routine coding of information supplied by physicians and translated according to comprehensive reference guidelines; file paperwork in chronological order within appropriate section of patient folders; maintain physical folders and contents; maintain patient rosters for different disciplines (psychiatric, nursing, social work, rehabilitation, treatment plans) and note whether reports have been filed at required intervals; may schedule patient appointments; perform related duties as required.

**Working Conditions:** Incumbents in this class may be required to lift/restrain inmates and may be exposed to disagreeable conditions, communicable/infectious diseases and risk of injury from assaultive/abusive inmates; will be required to travel.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should apply at website: [UConn Health](#) and reference search codes above. Cover letter, resume and references may be uploaded at the time you apply on line.

**UNCONN HEALTH  
16 MUNSON RD  
FARMINGTON CT 06034-4035**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.